

Framework of Delegation within the Governing Body of St George’s School, Harpenden

The following colours indicated the work given to the FGB or the committee to which work is delegated.

Full Governing Board (FGB)	Green
Staff and Students Committee (SAS)	Purple
Finance Audit and Facilities Committee (FAF)	Yellow
Environment and Engagement Committee (EAE)	Blue
School through the Headteacher	Pink

The Governing Board of St George’s School is, as a whole, responsible for any delegated responsibilities and decisions. Any decision taken by a committee is therefore reported back to the Full Governing Body (FGB) in a timely manner.

Function	Task	FGB	Committee	Head	We have delegated this to...
Admissions	Determine the school’s admissions arrangements annually, including the published admission number (PAN) and the oversubscription criteria	✓	✓		An Admissions Working Party
	Make sure the school’s admissions arrangements comply with the School Admissions Code and are fair, clear and objective. Monitor the impact of the Admissions Criteria.		✓		
	To resolve matters concerning the application of admissions criteria to admissions applications		✓		This is the delegated responsibility of the Admissions Sub committee
	Establish an independent appeals panel when there are admissions appeals	✓			Our Appeals are managed by Herts CC

Function	Task	FGB	Committee	Head	We have delegated this to...
Behaviour and Suspensions	Arrange for suitable full-time education for any pupil of compulsory school age who is suspended for more than 5 school days			✓	
	Convene a meeting to consider reinstating an excluded pupil and consider parents' representations about a suspension or permanent exclusion in some circumstances	✓	✓		
	Arrange an independent review panel to consider a permanent exclusion, where requested by parents	✓			
Curriculum	Make sure the school teaches a broad and balanced curriculum to the age of 16			✓	
	Make sure all pupils at the school are provided with independent careers guidance from year 8 to year 13	✓	✓	✓	
Finance and Budgeting	Make day-to-day spending decisions	£40,001		£5001- £ 40k ✓ + DoF	£5000 DoF
	Appoint a senior executive leader as the accounting officer and a chief financial officer of the trust	✓			
	Maintain adequate accounting records and prepare an annual report and accounts in line with the Charity Commission's Statement of Recommended Practice (SORP) and Education and Skills Funding Agency's (ESFA) Accounts Direction	✓	✓		
	Appoint an auditor	✓	✓		
	Participate in annual accounts consolidation exercises as communicated by the Department for Education	✓	✓		
	Refer novel, contentious and/or repercussive transactions to Education and Skills Funding Agency (ESFA) for explicit prior authorisation	✓			

Function	Task	FGB	Committee	Head	We have delegated this to...
	Make sure that the trust has adequate insurance cover	✓	✓		
	Establish an audit and risk committee	✓			Our Audit Committee is part of the FAF committee
	Approve a balanced budget for both Academy and Boarding Activities and an accurate budget forecast return (BFR) each financial year and submit the BFR to the ESFA	✓			
	Maintain a published register of interests , including the business and pecuniary interests of members, trustees, local governors and senior employees	✓			
	Debt write off up to the value of £1500		✓		
	Monitor impact of pupil premium funding	✓	✓	✓	Headteacher reporting into SAS and FGB
	To appoint and approve the appointment of an internal audit provision		✓	✓	
Governing board procedures	Hold full governing board meetings at least 3 times a year	✓			
	Elect a chair and vice-chair of trustees	✓			
	Appoint a clerk	✓			
	Determine the constitution, membership and terms of reference of any committee it decides to establish and review this at least annually. Appoint or elect a chair for each committee	✓			
	Check that all statutory policies and documents are in place (see separate policy list to see where delegation is undertaken)	✓			

Function	Task	FGB	Committee	Head	We have delegated this to...
	Delegate functions to committees and individuals	✓			
Health and Safety	Monitor the implementation of the health and safety policy	✓	✓		
	Make sure there is an appointed person to make sure the school meets its health and safety duties	✓	✓		
Parents and the community	Make sure the required information is published on the school website	✓	✓	✓	
	Approve a complaints procedure	✓	✓	✓	
	Establish a complaints panel to consider formal complaints about the school and any community facilities or services it provides	✓			
	Make sure the school complies with the Freedom of Information Act 2000	✓	✓		
	Make sure the school complies with the UK General Data Protection Regulations (UK GDPR)	✓	✓		
Pupil wellbeing	Make sure eligible pupils receive free school meals	✓	✓	✓	
	Appoint a designated teacher to promote the educational achievement of looked-after children (LAC) and post LAC and that they undertake appropriate training	✓	✓	✓	
	Make sure the school complies with the Equality Act 2010 and the Public Sector Equality Duty and publishes equality objectives and information about how it is doing this	✓			
	Make arrangements for supporting pupils with medical conditions	✓	✓	✓	Undertaken by Head, reported into SAS

Function	Task	FGB	Committee	Head	We have delegated this to...
Safe-guarding	Check that the school complies with statutory guidance on safeguarding	✓	✓		
	Make sure the school has effective safeguarding policies and procedures in place	✓	✓		
	Make sure a governor takes leadership responsibility for safeguarding and that they receive appropriate training	✓			
	Make sure governors receive safeguarding training	✓	✓	✓	
	Appoint a member of staff to be the designated safeguarding lead			✓	
	Make sure that effective support is provided for any employee facing an allegation			✓	
Special Educational needs and Disabilities (SEND)	Designate a member of the governing board or a committee to have oversight of the school's arrangements for SEND	✓			
	Make sure that the necessary special education provision is made for any pupil who has SEN, and monitor its effectiveness		✓	✓	
	Make sure that parents are notified by the school when special educational provision is being made for their child			✓	
	Make sure the school produces and publishes online its school SEN information report		✓	✓	
	Co-operate with the local authority in developing the local offer		✓	✓	
	Make sure the school follows the statutory SEND Code of Practice	✓		✓	

Function	Task	FGB	Committee	Head	We have delegated this to...
	Make sure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school and that they have sufficient time and resources to carry out their role effectively		✓	✓	
	Make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching		✓	✓	
Staffing matters	Appoint or Dismiss the Headteacher	✓			
	Make sure safer recruitment procedures are applied (for example, disclosure and barring checks)		✓	✓	
	Make sure employment law and guidance is being followed		✓	✓	
	Approve staffing structure changes		✓		
	To undertake the Heads Performance review	✓			A sub-committee of the Governing board is convened for this purpose
Boarding	Review and Approve Boarding fees on an annual basis (recommendation to FBG and Foundation Directors)		✓		
	Ensure that Boarding facilities meet National Minimum Standards (NMS)		✓		
	Ensure that Boarding practices and procedures meet National Minimum standards (NMS)		✓		
	Oversee the marketing of boarding and its sustained financial stability as a "going concern"		✓		